

**Travel Plan for Howsham Mill in support of revised planning application for extended use  
15/01117/FUL**

Howsham Mill has successfully operated as an environmental education centre and community meeting place since summer 2013. The size of the building limits the number of people who can be accommodated, depending on the type of event. The planning application seeks to extend the use to include hire for corporate training and meetings. Due to the capacity of the building, no more people would be able to corporate event as those attending events already offered under our charitable remit.

**Parking facilities**

Vehicles currently bringing visitors to the mill do not park on the road, there is sufficient space to be able to pull off the road completely and there is no reason that vehicles in future should be left on the road thus causing a potential hazard to other road users. The gate to the car park can only be opened by those who know the padlock code. Members of the public not visiting the mill do occasionally park in the area in front of the fence leading to the car park, mostly during the day.

**Managing vehicle parking**

The Renewable Heritage Trust employs an education officer and it will be the responsibility of this person or one of the trustees to manage the whole of the event. This will include making sure that the travel arrangements of the visiting group meets with the requirements of the travel plan. When a booking is accepted, the event manager will inform the organiser about the limited parking facilities and he/she will be asked to limit the number of vehicles to 20 by car-sharing or providing a minibus or similar. For events when people will be sitting down, the maximum number that can be accommodated is about 45, but a comfortable maximum is around 30 people depending on the activities. When this number of people has attended events to date, there has been adequate parking space.

The car park can take about 17 cars and the area in front of the fence a further eight or more cars. In fact up to 30 cars have been successfully parked. To achieve this number the vehicles need to be parked carefully and for events when the building would be at capacity, the event manager will personally supervise the parking or delegate the task to another responsible person.

**Deliveries**

Where catering or other supplies are to be delivered, the procedure used for other deliveries will be explained to the event organiser. This entails the delivery vehicle entering the car park and reversing down towards the arch of the bridge. This access is always kept clear. Goods are then unloaded and put on a trolley and taken along the footpath to the mill. Consequently there is no risk to other road users from vehicles parked and unloading on the road. Deliveries will be scheduled to avoid the period when guests/delegates will be arriving at the car park. For catering equipment, drinks and non-perishables, this can be done in advance of the event by arrangement. For perishable and fresh foods a suitable time on the day of the event will have to be agreed with the supplier.

**Reviewing the travel plan**

The plan will be regularly reviewed after each event involving a large number of people to make sure that it is achieving its objectives. With the benefit of experience, any necessary changes will be made to arrangements for such events and numbers attending. These findings will be shared with the planning department of Ryedale District Council and the Highway Authority.

REVISED